



City of Atlanta

Department of City Planning

OFFICE OF BUILDINGS - ARBORIST DIVISION

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Atlanta, Georgia 30303

Phone: (404) 330-6874

Email: arborist.dpcd@atlantaga.gov

Website: www.atlantaga.gov/index.aspx?page=339

Note: Before submitting drawings to the Office of Buildings, refer to the Tree Protection Plan Checklist for the Arborist requirements (available at the following web address).

<http://www.atlantaga.gov/index.aspx?page=339>

- ✓ **STEP ONE:** Submit drawings to the Bureau of Buildings showing the proposed site construction and receive a permit application number. To initiate the Arborist posting process, an “X” must be drawn over the symbol for each tree to be destroyed. The “X” must be clearly marked and easy to read.
- ✓ **STEP TWO:** If trees are shown to be destroyed on the drawings, the Arborist Division automatically posts an orange sign at the property within 3 business days of receipt of the drawings. The orange sign must remain posted for a **minimum of 10 calendar days**. The day the sign is posted is NOT counted.
- ✓ **STEP THREE:** During the orange sign posting period the Arborist Plan Reviewer makes a thorough review of the tree protection /replacement plan.
 1. If the plan is incorrect, the drawing is put on hold and the applicant is notified to revise the site plan. After making the revisions, the applicant must resubmit (3) copies of the corrected site plan to the same Arborist Plan Reviewer.
 2. If the plan is correct, the Arborist Plan Reviewer notifies the applicant/contact that preliminary approval has been given and to **mark all trees approved for destruction with an orange “X”**.
 - ONLY trees given preliminary approval for destruction should be marked.
 - The “X” must be **ORANGE**.
 - The “X” must be large enough to be visible from the street.
 - Any color or making other than an orange “X” will be denied the yellow posting.
 - We recommend using professional inverted making paint – orange, of course.
- ✓ **STEP FOUR:** After clearly marking all trees approved for destruction, the applicant must **submit a request for the yellow sign** posting. This may be done on-line or in person. The request for the yellow sign posting may only be submitted after preliminary approval is received and the orange sign has been posted for a minimum of 10 calendar days.
- ✓ **STEP FIVE:** THE Field Arborist must replace the orange sign with a yellow sign within 5 business days of receiving the request. The **yellow sign** is required **to remain posted for 5 business days**. During this time an appeal may be filed. If a valid appeal is filed, the

Arborist cannot give final approval until the appeal is heard by the Tree Conservation Commission and a ruling is made. If an appeal is not filed, the Arborist can give **final approval** no earlier than the day after the date on the yellow sign. The Arborist Division requires that the applicant or his/her representative return the yellow sign and metal stand after the last posting day. We reuse both to conserve resources. We appreciate your cooperation.

- ✓ **STEP SIX:** Once the Arborist Plan Reviewer has given **final approval**, the drawings are routed to the Building Plan Reviewer. The applicant/owner may contact the Building Plan Reviewer to complete other aspects of the permit process.

NOTE: It is the applicant's responsibility to check that the orange and yellow signs are posted. If they are not posted within the timeframe noted, please notify the arborist division at (404) 330-6874.